

## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



1.76  
Ad 5 En  
copy 2

UNITED STATES DEPARTMENT OF AGRICULTURE  
Soil Conservation Service

FIELD MEMORANDUM SCS #930-A

Re: Delegation of authority  
in connection with land  
acquisitions under Public  
No. 46 - 74th Congress

April 4, 1944

TO ALL RANKING FIELD OFFICERS AND WASHINGTON DIVISION CHIEFS AND  
SECTION HEADS:

This memorandum is prepared to further prescribe the functions of the Land Acquisition and the Administrative Services Divisions in procuring leases for land under the authority given in Public No. 46 - 74th Congress.

In order to protect the Government's interest, the leasing of land must be very carefully considered. When securing leases on property on which expenditure of Government money is contemplated for improvements, for physical treatment of land, or for experimental purposes, it will be the policy of the Service that there will be made a title examination, a determination of the correctness of the legal description, and an appraisal of value. These determinations are the responsibility of the Land Acquisition Division.

After the Regional Conservator has approved the leasing of such property, the Regional Administrative Services Division will follow its usual procedure towards completion of the lease up through the point of determination of the low bid, or to the point of administrative determination that the lease will be acquired without calling for bids. At this point the Regional Land Acquisition Division will be furnished such papers as may be required for:

- (a) title examination
- (b) determination of correct legal description
- (c) appraisal

A report on the findings, approved by the Regional Chief of Land Acquisition, together with the papers originally furnished, will be submitted to the Regional Conservator. If the findings are satisfactory, the lease will be completed in accordance with the regular procedure of the Administrative Services Division. If any inadequacies are found, steps to cure these defects will be

determined jointly by the Division desiring the land and the Regional Chiefs of the Land Acquisition and Administrative Services Divisions.

Nothing in the foregoing procedure will relieve the Regional Chief of the Administrative Services Division from his present responsibility for determining:

- (1) that each lessor has, and furnishes, satisfactory evidence of his authority to sign the lease as required under Paragraph 22451 of the Administrative Services' Handbook
- (2) that all rental payments under any leases are reasonable and just
- (3) that any legal descriptions other than those furnished by the Land Acquisition Division are adequate

Each renewal of any lease which was originally investigated by the Land Acquisition Division shall be reviewed to determine whether or not the status of ownership has changed since the execution of the original lease. If changes have occurred, steps necessary to protect the interests of the Government will be taken.

All other procedures and functions of the Administrative Services Division and the Land Acquisition Division respecting the leasing of land remain unchanged.

A handwritten signature in dark ink, appearing to be 'H. B. ...', is written over the bottom right portion of the page.